

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

VIOLET VARONA-LUKENS
Executive Officer



February 21, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich
David E. Janssen, Chief Administrative Officer

From: Violet Varona-Lukens *VL*
Executive Officer

Subject: **Agenda Deadlines**

This memo is to ask for your support of my efforts to closely adhere to the Wednesday and Friday 12:00 Noon deadlines for filing motions for the regular agenda and Green Sheet, respectively. Late filing of motions and other items for inclusion on the agenda and Green Sheet has significantly increased the use of paid overtime by the Board Operations Division and, in some instances, has caused the Division to fail to distribute the Green Sheet before 5:00 p.m. on Fridays.

Each agenda item requires a significant amount of effort on the part of Board Operations staff before the agenda and Green Sheet can be printed and distributed. After receiving items for the agenda, the staff must review them; prepare an agenda entry; review, edit and finalize the agenda; create links for posting supporting documents to the Internet; have the agenda/Green Sheet printed; and then mail, fax and, in many cases, hand-deliver copies to County departments and to the press. Given the lateness of the submission of many items, there is often insufficient time for Board Operations to make the agenda/Green Sheet available by 5:00 p.m.

Of course, we will continue to work with your staff to place items on the agenda that might be subject to delay due to unforeseen circumstances or that are of an emergent nature. With your support, we hope to minimize the use of unnecessary overtime in preparing the agenda and Green Sheet.

Please call me if you have any questions. Thank you for your assistance in this matter.

c: County Counsel